DINEX®

Perfect•Temp

Implementation Manual

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Introduction

Purpose of the Implementation Manual

This manual was written to serve as a guide to the sales representative and the customer before, during and after the implementation of a Perfect•Temp System. The basic intent is to provide a ready reference for both sales representative and customer.

The process of system implementation is divided into three general areas: *pre-implementation, implementation and post-implementation.* The majority of the material is devoted to pre-implementation planning, including schedules, policies and procedures, and work analyses. In-service training is also covered in some detail. Forms are provided at the back of the manual to assist in the process of planning for implementation.

The manual also includes a section on the responsibilities of the sales representative, Perfect•Temp staff and customer; tools that are available from Dinex to assist in the process of implementing a system; a basic overview of the system; and information on managing the change process.

We trust that you will find this manual to be extremely helpful as you proceed toward system start-up.

Please direct any questions to your Dinex sales representative.

Responsibilities and Tools

The Dinex representative will:

- Review implementation procedures with customer at least 4 – 6 weeks prior to start-up.
- Act as liaison between customer, Dinex staff, and corporate office.
- Complete Perfect•Temp Start-up Checklist and review as implementation approaches, updating as necessary
- Train food service and other hospital staff on use of Perfect•Temp carts and other components.
- Be on-site for the start-up.
- Visit the account to follow up as necessary, to critique operation, assess problem areas and note progress. (Use Food Service Audit Summary Report Form and Account Service Report.)

Customer's Responsibilities (Food Service Management Department):

- Submit purchase order for system.
- Make alterations to the facility as required.
- Identify supervisors and personnel to uncrate, set up, and install equipment.
- Provide Dinex with current:
  --blueprints and facility drawings for equipment installation
  --menus
  --schedules for employees, patient feeding, diet changes
  --job descriptions
- Serve as liaison between Dinex and hospital administration
- Organize staff training and reinforce initial training conducted by Dinex
- Develop new work analyses, work schedules, and job descriptions as required with the assistance of Dinex
- Organize the change process within the food service department and coordinate with affected services
- Arrange for temporary electrical requirements for roll-in refrigerator to be used in recipe testing

- Provide floor/unit patient census information and desired sequencing of carts to patient floors
- Review tray component and trayline stations required
- Coordinate installation schedule with maintenance department and be sure that all prep work is completed, including utility modifications
- Arrange for the removal of existing equipment and movement of any existing plumbing fixtures
- Be on site for start-up of system
- Evaluate system functioning following start-up and review with Dinex sales representative

Perfect•Temp Implementation Tools

System Information (Included in one binder)

- *Perfect•Temp Implementation Manual*
- *Perfect•Temp User's Guide*
- *Perfect•Temp Equipment Operation and Maintenance Manual*

Forms:

Pre-implementation/Implementation

- Perfect•Temp Schedule for In-service Training (Form 1)
- Perfect•Temp Start-up Checklist (Form 2)
- Patient Tray Service Schedules (Form 3)
- Perfect•Temp Central Rethermalization Schedule (Form 4)
- Meal Service Master Rethermalization Schedule (Form 5)
- Unit Meal Rethermalization Schedule (Form 5a)
- This page intentionally left blank (Form 6)
- Perfect•Temp System Operation (Form 7)
- Perfect•Temp Switch Positions (Forms 8 & 8A)
- Hot Beverage/Frozen Dessert Tally (Form 9)

- Food Service News (Form 10)
- Perfect•Temp Menu Distribution/Collection (Form 11)
- Cart Delivery to Units (Form 12)
- Cart Retrieval from Units (Form 13)
- Labor Schedule (Form 14)

Post-implementation

- Perfect•Temp Food Service Audit Summary Report (Form 15)
- Account Inventory Report (Form 16)

System Implementation

Basic Overview of Process and Managing Change

Implementation of a new system presents the challenge of facing a major change head on, and as with any major change of policy or procedure, problems can be expected. Some resistance to this type of change is natural and to be expected.

People resist change for several reasons: They are more comfortable with the way things were; they feel more stable and in control with the way things were; or they resist change in retaliation for things they don't like. Still others resist change because they think the change is a mistake and should be stopped before it is too late.

Ultimately, resisting change does more harm than good and takes a lot of energy that could be channeled into helping the change take place.

Your challenge is to control the response to change by the manner in which you prepare and proceed with implementing the change.

First Steps

1. *Inform all those affected by the change.* This is an imperative first step in reorienting thinking and dispelling fear created by rumor. Besides food service employees, nursing staff should be informed early on to enlist support.

2. *Review the reasons for, and benefits to be derived from, the change.* A review of current problems and how the new system addresses them is worthwhile. A review of the alternatives will help everyone understand why this particular option was selected.

3. *Reiterate the fact that problems are natural with any new system.* Patience will be required by all. Problems don't indicate that the system was a bad idea but that something significant is occurring. Remind all involved of the goals and benefits. The new system is there to stay and needs to be made to work!

4. *Complaining is not contributing.* Solutions to problems need to be fostered as the initial period of system implementation progresses. You may want to adopt an approach that has worked successfully for several other accounts. They established "change teams," which included representatives of the various hospital departments affected by the new system: medical, nursing, dietary, and others. This group should be involved from the start with the decision to make the change, which system is selected, and communication of the need and importance of the change throughout the facility staff and community.

This approach can have powerful results in terms of a smoother change. It also allows those most affected by the new system to "buy into" it. Remember, preparation, planning, training, and communication are the key elements for successful implementation.

Pre-implementation

Overview of System by Dinex Staff

Installation. An engineer will supervise and verify proper installation and hold training sessions on operation and maintenance of the equipment including troubleshooting, repair and calibration of all equipment.

Operations. Approximately six weeks prior to start-up, a cart, refrigerator and necessary trays and dishware will be provided for use in testing recipes and training. A Dinex specialist will assist with production, scheduling, job descriptions, use of equipment and review of operations manuals.

It cannot be overemphasized that prior training is crucial to smooth system start-up.

Topics to Review

Food production:	Menu review – compatible item plating
	Standardized recipes
	Ingredient control
	Advanced production schedule
	Blast chilling product time charts
	Product storage – refrigerator temperatures review
	Degree of final cooking
	Portion thickness and height
	Product moisture content
	Toast and hot breads
	Vegetables – uncooked, par cooked, and fully cooked
	Preparation of starches and cereals
Assembly:	Cold temperature maintenance
	Use of food bank
	Portioning and plating
	Component placement
	Double portions
	Extra beverages
	Isolation trays
	Tray loading – use of switches
Rethermalization:	Cart handling
	Plugging and unplugging
	Late trays
	Diet changes
	Hot Beverage preparation
	Frozen dessert placement

Tray Passing:	Cart handling Patient identification Isolation procedures Tray presentation Proper cover handling Tray retrieval and stacking
Sanitation:	Scraping of tray and components Loading and unloading dish machine Proper storage and drying Cart cleaning Refrigerator cleaning

Dinex representatives will assist with the pre-implementation services as outlined above.

Schedules, Policies and Procedures

1. *Employee Job Descriptions, Work analyses and Scheduled Hours.* These need to be carefully reviewed in light of the required production, tray assembly and other schedules (e.g., delivery of carts, tray passing) necessary to ensure optimal system performance and patient satisfaction.

2. *Assessment of physical layout of assembly area, cart storage and sanitation areas.* Develop trayline assembly stations based on the menu to be used, personnel available and motion economy.

List components to be stored at each station.

Identify outlets required for refrigerated equipment (cold food tables, air curtains, milk refrigerators).

Organize starter station and select the best positioning for server storage rack.

Select storage areas and carts for disposables and miscellaneous items.

Check cart storage areas (refrigerated and unrefrigerated) for adequacy and access.

Examine dishwashing and scraping areas.

Develop disassembly procedures, schedules and work flow.

Identify areas for storage of covers, servers, domes and dishware that are not in use.

3. *Policies and procedures for late trays, diet changes, isolation trays, kosher trays.* With a cook-chill rethermalization system, these issues must be addressed early on and carefully considered.

Late trays. Establish policies for hot meal cut-off times, cold meal service and trayline assembly of back-up late trays for each meal. Give thought to who will deliver or pick up late trays.

Diet changes. Establish where and when this will be done. This will depend partially on whether you are rethermalizing centrally or in decentralized pantry units. Assign employees to handle replacement trays and adjusting cart switches. In addition, establish a policy that outlines to nursing and Food & Nutrition staff the cut-off times by which diet changes will be accepted.

Isolation trays. Review the hospital's policy for isolation trays and use it as the basis for decisions when adapting the new tray system to required service. Generally, the isolation menu is highlighted, then assembled on disposable dishware and delivered to the appropriate unit on a system tray. A disposable tray is then given to whoever will be serving the tray for the transfer of food items and service to the patient. The disposable tray is placed on top of the Perfect•Temp cart during tray assembly.

Kosher trays. If frozen kosher packs are used, establish their compatibility with the new system. Generally speaking, since kosher packs need to be reheated in their unopened packaging, you will need to establish a procedure for placing the kosher pack on the tray in the entrée section and ensuring that the entrée pad is set to remain cold. The kosher meal will then be heated by microwave, either in the kitchen or on the unit pantry prior to service. Highlight menus in some fashion to make them easily recognizable by tray passers. Alternatively, kosher meals that do not fit in the entrée section will need to be placed on top of the tray (insulated, covered trays only) or on top of the cart with a clear label to identify the tray upon which it should be placed.

Your kosher meal manufacturer may be willing to pack your meals in the Perfect•Temp dishware so they will be totally compatible with the Perfect•Temp system.

Patient Tray Service Schedules

Complete Form 3 (Patient Tray Service Schedules) based upon each unit's meal serving times, assuming they are fixed or fairly inflexible. Keep in mind that most states regulate the maximum number of hours that can elapse between dinner and the next day's breakfast.

Once tray delivery times are established, pencil in all of the other time schedules listed on Form 3. At the pre-implementation stage, estimate these based on your analysis of work schedules, tasks to be performed, and discussions with key employees. During and after implementation, fine-tune the schedules to meet actual demands and unforeseen circumstances.

Areas of Consideration

a. *Tray Assembly Schedule.* The initial weeks of implementation will probably require longer trayline assembly periods. Times can be reduced once employees adjust to new procedures.

b. *Tray Transfer Schedule.* Use if trays will need to be transferred from transport carts to Perfect•Temp carts prior to service.

c. *Start of Rethermalization.* Complete this general schedule in conjunction with the Meal Service master Rethermalization Schedule (Form 5).

d. *Tray Retrieval and Ware washing Schedule.* Schedule adequate time between tray retrieval, washing and tray assembly to allow for proper drying of trays, domes and/or covers.

e. *Menu Distribution and Collection Schedules.* Keep in mind that if you are moving to a lunch-dinner-breakfast assembly schedule, menus will need to reflect the change to avoid patient and staff confusion.

f. *Diet Office / Diet Corrections.* The time available between the arrival of early-shift employees and breakfast delivery is usually limited. You may need to have early-shift diet clerks start earlier to correct for diet changes and allow time for trayline personnel to replace trays. In addition, have the diet clerk assemble the menus by unit in order of rethermalization, if carts are delivered directly after assembly, or in reverse order of rethermalization, if carts are stored in a central walk-in.

g. *Management Controls.* Prior to implementation, outline and review the following with the employees involved:

- Cold table diagrams for each meal of the menu
- Tray diagrams with current menu items (In addition, actual sample trays can be prepared using menu items.)
- Trayline station assignments
- Temperature control logs and temperature monitoring procedures
- Preassembly check list for trayline
- Daily test tray procedure
- Daily post-assembly critiques
- Daily/weekly meetings for review of trayline assembly and patient service

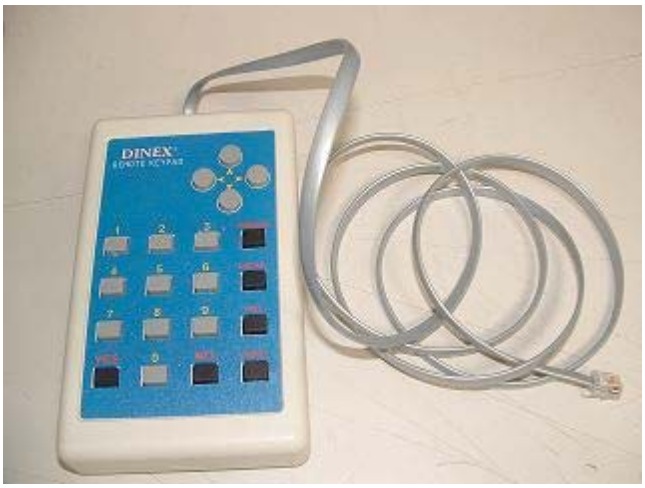
Food Service Staff In-service Training

Areas of Consideration

Tray assembly. Consider allowing extra training for:

- Component placement on trays, especially with insulated, covered trays (i.e., size of cold beverages, bowl pack dry cereals, fresh fruit all need to be checked for proper fit)
- Menu placement on tray
- Loading of cart from bottom up
- Double portions or other food that doesn't fit on tray
- Post PT System Operation form (Form 4) near trayline.

Cart Handling. (Decentralized Service) Review Forms 6 (Caution) on cart controller operations. Post these by the pantry refrigerators. It is important to establish a method for handling the controller keys. Make sure employees are familiar with the manual starting procedures outlined on 6. Since the controllers on the roll-in refrigerators are above the refrigerator doors, some employees may need a stepladder to reach the key, or the Dinex Remote Key Pad, which plugs into the Station Commander, is operated from the floor. Item Number 6803993



Beverage Service

1. *Decentralized Service.* Instruct employees who will be serving trays on the method of coffee preparation to be used at the pantry level. In addition, outline procedures for handling hot water for tea and the storage of frozen desserts. A method for determining different beverage counts before the end of each rethermalization cycle will speed the serving process and reduce waste. A tally sheet, such as Form 9, that is filled out by the diet office will greatly assist employees at beverage service time.

2. *Centralized Service.* Generally, hot beverages are added to trays just before they leave the kitchen after rethermalization. Develop a schedule for coffee preparation, and

assign employees to the tasks of pouring and placing beverages and adding frozen desserts. A tally sheet may be useful to provide handy counts for employees working on this set of tasks.

Hold and Maintain Cycle / Cart Plugging and Unplugging. Review this procedure a number of times and have each employee physically plug and unplug a cart.

Test for Proper Rethermalization. To avoid passing an improperly rethermalized tray, show employees how to do a quick test for proper rethermalization by touching the bottoms of the heat pads. They should be warm or cool to the touch, depending upon the switch placement: (Also see Forms 7 & 8.)

Three Position Switch:

- Switch up = entrée plate and soup bowl ON
- Switch in middle position = both OFF
- Switch down = entrée plate OFF, soup bowl ON

Two Position Switch:

Each pad has its own control-
Up is ON
Down is OFF

Cart/Tray Retrieval and Washing. Employees assigned to these functions will need a review of acceptable procedures for cart washing. The method is outlined in the *User's Guide*. It cannot be overemphasized that care should be used in handling and cleaning the carts to maintain them in peak condition.

If Perfect•Temp carts are used to transport soiled trays to the kitchen, a little extra attention should be given to placing trays in the carts so that food is not spilled or splashed on cart surfaces**. Do not wash Perfect Temp carts with either a water hose or steam. Use only a light detergent and cloth.**

The need to retrieve and clean Perfect•Temp carts within a narrow time frame will depend upon tray assembly schedules and the number of available Perfect•Temp carts. Therefore, scheduling these tasks is determined after considering tray assembly, delivery and cart availability.

Tray washing (as well as domes or covers) should be similarly scheduled with the added consideration of adequate rack drying time to reduce moisture on trays at the time of the next tray assembly. Instructing staff in the proper storage of tray servers, covers and domes (standing on their sides) after washing will facilitate drying.

Nursing Unit Staff. To foster greater acceptance and improve cooperation, give each unit information on the new system and the changes to come prior to implementation. In addition, leave each unit some written information on the system and whom to call for assistance. Show nursing staff how to remove trays from carts and how to handle soiled trays, covers and domes.

Implementation

Flexibility, patience and a sense of humor are attributes that will make the first few on the new system a little easier. Problems are to be expected, and employees will probably be less than happy about having to work with new procedures and schedules.

Changeover. Follow these three steps on "changeover day":

1. The night before implementation, remove and relocate to designated storage areas all equipment necessary for the previous service. Post Form 10 (or similar notice) on Nursing Units.

2. The morning of implementation, begin the line 15 minutes soon than specified by your eventual schedule.

3. Schedule additional supervisory personnel to assist assembly employees. Make additional Food & Nutrition management back-ups available on the patient floor to instruct food service and/or nursing personnel in the delivery and handling of the trays.

Daily Meetings. Have short, daily meetings before and immediately following trayline assembly and service to reinforce what employees need to know, answer questions, and provide support. Five minutes or less may be enough to accomplish this. A similar meeting with production and sanitation staff is also suggested to iron out difficulties in these areas.

Daily Floor Rounds. Reviewing service to patients with food service employees, nursing staff members and patients will provide needed feedback on problem areas and show support for the new system.

Hospital Administration. Food & Nutrition management personnel should plan to meet with hospital administration directly responsible for Food & Nutrition functions each afternoon to discuss progress.

Post-implementation

Once the system has been up and running for four to eight weeks, it may be advisable to perform a system audit as follows:

1. *Perfect•Temp Foodservice Audit Summary Form (Form 15).* Using this form as a guideline, review the entire system daily in a manner similar to that used to inspect other operational components.

2. *Weekly/Monthly Employee Meetings.* Continue these to review and solve problems, clarify information, and support employee efforts.

3. *Meal Rounds.* Checking tray delivery to the patient will continue to be important, as well as checking in with nursing staff to solve problems or clarify information. Use patient surveys to determine patient satisfaction.

Form 1

Perfect•Temp Schedule for In-service Training

Topics	Who Should Attend	When / Time	Completed
General:			
Review job descriptions Review scheduling – personnel, tray assembly, delivery, meal times, menu distribution, sanitation etc. Late trays, diet changes	Food Service Director Managers, Supervisors		
Food Production:			
Menu review Standardized recipes Ingredient control Advanced production schedules Degree of final cooking Portion thickness and height Product moisture content Vegetables—uncooked, par cooked, fully cooked Preparation of starches and cereals Blast chill—basic principles Blast chill—product time charts Food bank controls	Food Service Director All production personnel		
Tray Assembly:			
Cold table diagrams Cold temperature controls Use of food bank Portioning Plating—standard, special, isolation, kosher Component placement Tray loading Dishware and tray style	All trayline personnel		
Rethermalization:			
Tray transfer and loading Use of cart switches Cart handling Plugging/unplugging Controller/control panel Diet changes Late trays Test for pad function Hold and maintain cycles	Food Service Worker Dietitians / Diet Clerks		

Perfect•Temp In-service Training (continued)

Form 1 (continued)
Page 2 of 2

Topics	Who Should Attend	When / Time	Completed
Tray Passing;			
Hot beverage service/frozen desserts Cart delivery Patient identification Isolation procedures Tray presentation Proper cover handling Tray retrieval/stacking Schedules – unit meal rethermalize- cart delivery and retrieval	Food Service Workers		
Tray Transportation:			
Loading and unloading truck	Truck Driver		
Sanitation:			
Scraping of tray components Loading and unloading dish machine Proper storage and drying Cart cleaning Refrigerator cleaning	Food Service Workers		
Maintenance:			
Blast chill refrigerator Perfect•Temp carts Refrigerators Controllers/control panel Overall	Maintenance Personnel		
System Overview for Other Departments:			
Cart demonstration Tray style and layout Unit schedules charge Procedure changes (delivery times, late trays, etc.) Procedure to remove trays from carts and retrieve trays	Nursing Staff and Aides Hospital Administration		

Form 2

Perfect•Temp Start-up Checklist

Activity	Who	Date Completed
All equipment at designated locations		
All equipment uncrated, washed, set in place		
Refrigerators installed		
Controllers installed		
working		
programmed		
Perfect•Temp carts working		
Drying/storage racks assembled		
All trays and dishware uncrated		
washed		
stored appropriately		
Menus and recipes tested		
Production schedule set		
Blast chill procedure and schedule set		
Thermalization schedule set		
programmed		
posted		
Employee schedules reviewed and revised		
Employee job descriptions reviewed and revised		
Employees trained		
Policies and Procedures set for		
diet changes		
late trays		
isolation trays		
kosher trays		
All disposables purchased		
Appropriate pans, utensils, etc. in house for		
food bank		
tray assembly		
Existing dishware, mugs, milks, juices, etc. verified for compatibility w/Perfect•Temp tray		
System monitoring in place:		
temperature logs		
cold table diagrams		
plating diagrams		
Daily schedule of job duties		
Test tray procedure		
Patient surveys		

Form 3

Patient Tray Service Schedules

Activity	Breakfast	Lunch	Dinner
Tray Assembly			
Tray Transfer			
Correct for Diet Changes			
Cart Delivery			
Start of Rethermalization			
Pour Hot Beverages			
Tray Delivery			
Tray Retrieval			
Ware washing			
Cart Cleaning			
Return Cart to Refrigerator			
Diet Office:			
Menu Distribution			
Menu Collection			
Correct for Changes			

Form 4

Perfect•Temp Central Rethermalization
Rethermalization and Delivery Schedule

Meal_____

Units	No. of Carts	No. Tray Passers	Retherm Start	Retherm Stop	Hot Bev Poured	Bev Placed on Tray	Cart to Elevator	Trays Passed	No. Patients Served	Carts Retrieved	Assign-ments

Form 5

Meal Service Master Rethermalization Schedule

Activity	Unit	Unit	Unit	Unit	Unit	Unit
Breakfast:						
Program Start						
Program End						
Pour Hot Beverages						
Deliver Tray						
Lunch:						
Program Start						
Program End						
Pour Hot Beverages						
Deliver Trays						
Dinner:						
Program Start						
Program End						
Pour Hot Beverages						
Deliver Trays						

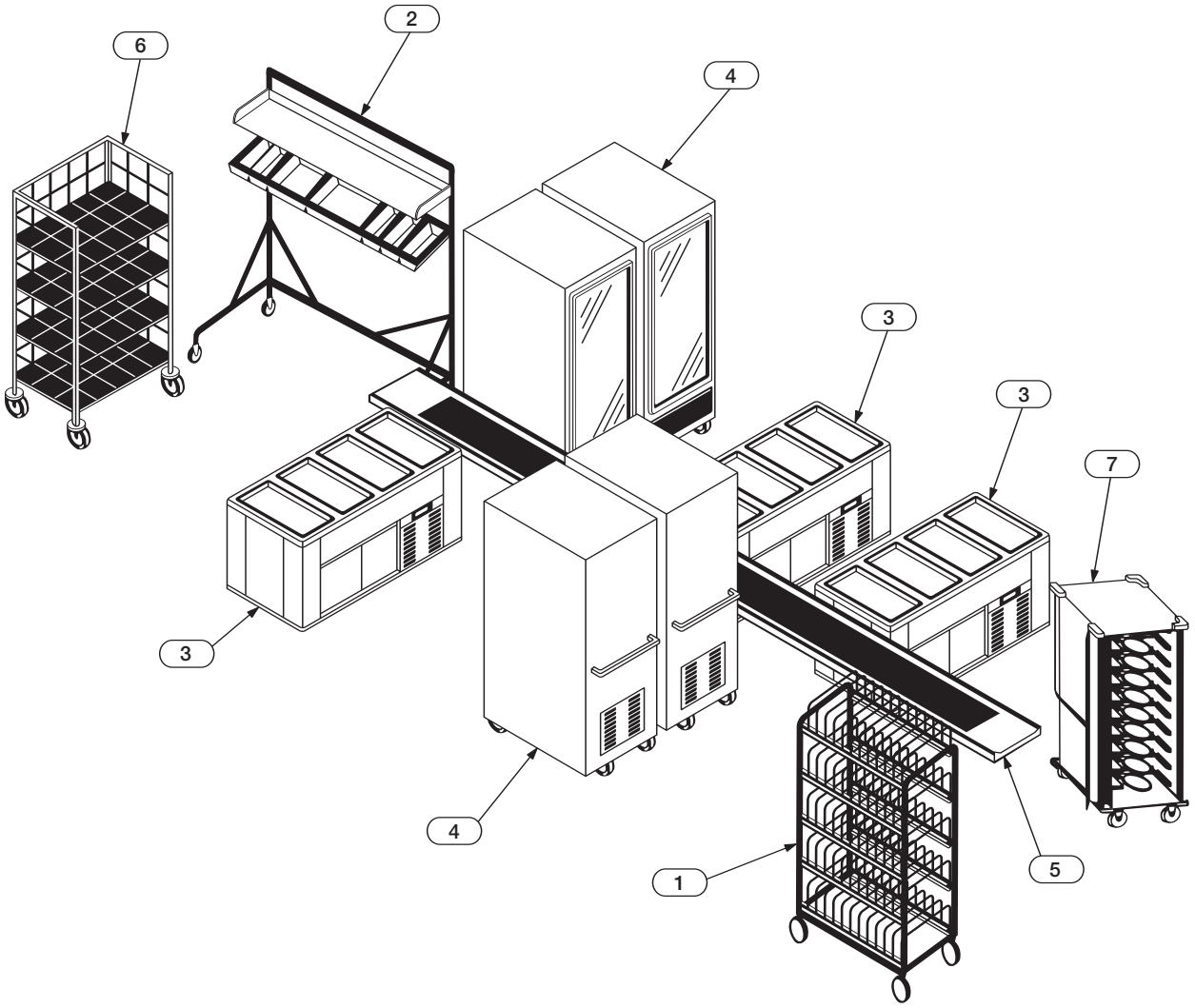
Form 5a

Unit Meal Rethermalization Schedule

Unit:_____

	Program Start	Program End	Pour Hot Beverages	Deliver Trays
Breakfast				
Lunch				
Dinner				

COOK/CHILL PERFECT•TEMP SYSTEM
200-500 BED FACILITY



ITEM NO.	DESCRIPTION		ITEM NO.	DESCRIPTION	
1	Dome Storage Cart		5	Conveyor	
2	Starter Station		6	Tray Drying Rack	
3	Cold Food Unit		7	Perfect•Temp® Retherm Cart	
4	Air Curtain Refrigerator				

Form 7

Perfect•Temp
System Operation
Domes or Insulated Covers

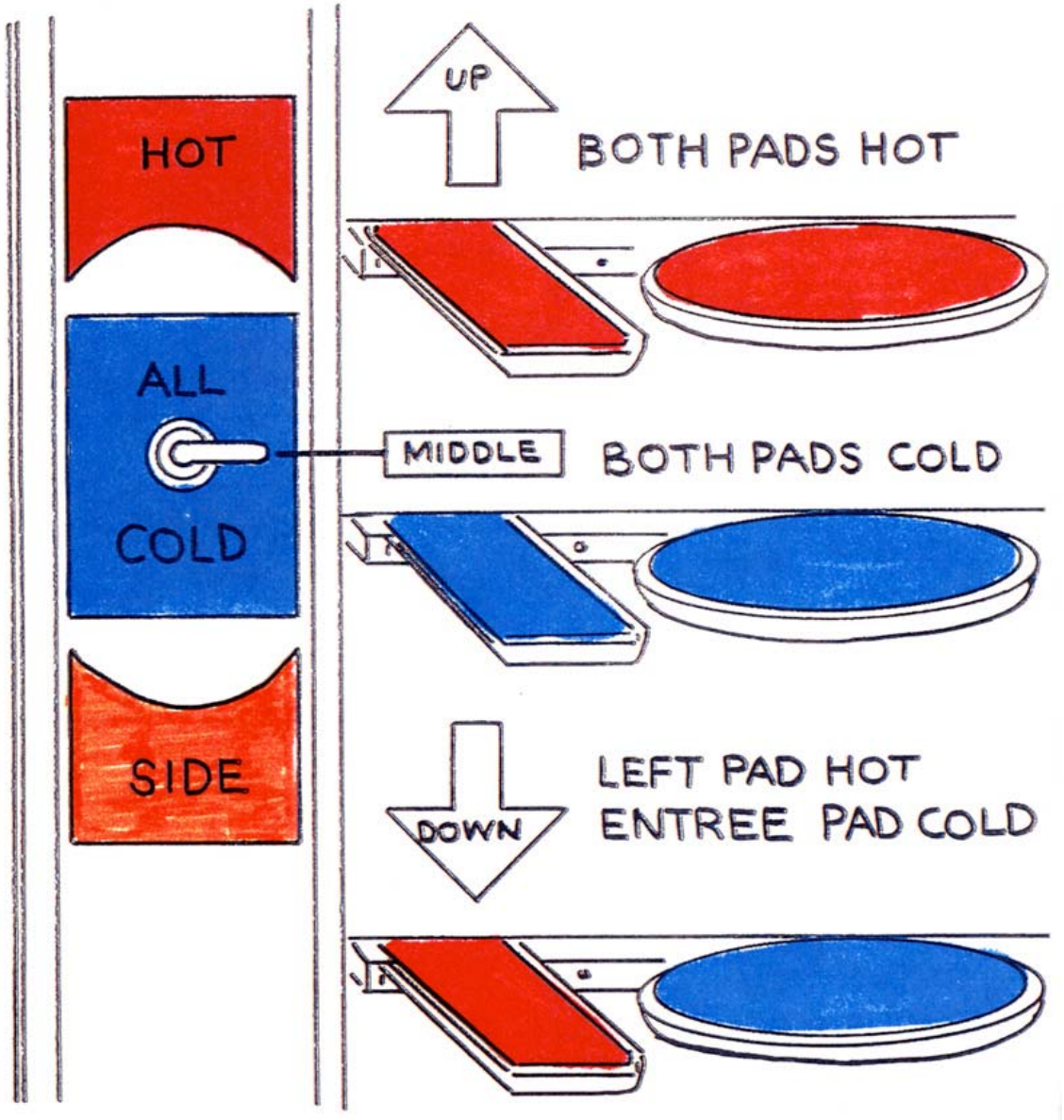
1. Make sure switches beside trays to be heated are in the on position.
2. Make sure switches beside trays not to be heated are in the off position.
3. Roll cart into refrigerator.
   (Open cart doors, if applicable.)
4. Connect the Drop Cord.
5. Close refrigerator door. (If applicable.)
6. Rethermalization cycle will start automatically at the scheduled time.

At End of the Cycle:

1. Select the Cart Number on the Station Commander.
2. Press Stop button.
3. Unplug cart and remove from refrigerator.
4. Close refrigerator door.(If applicable.)
5. Add hot beverages and frozen desserts.
5. Serve trays.

Form 8

Perfect•Temp (3 Position) Switch Positions



Form 9

Hot Beverage / Frozen Dessert Tally

___Breakfast ___Lunch ___Dinner

Floor _____ Add-on Count:

Coffee_____ Total:_____

Decaf Coffee ____ Total _____

Tea_____ Total:_____

Decaf Tea_____ Total:_____

Hot Cocoa _____ Total: _____

Ice Cream_____ Total:_____

Fruit Ice_____ Total:_____

Form 10

Food Service News

Our new service has started. We do not believe this will impact any of the normal routines.

You may notice food service workers a little more often on your units, making coffee just before meal service.

Some of our times may change slightly.

Please bear with us. Thank you.

Form 11

Perfect•Temp Meal Service Schedule:
MENU DISTRIBUTION / COLLECTION

Pass Menu On:	Sat (B) Tray	Sun (B) Tray	Mon (B) Tray	Tues (B) Tray	Wed (B) Tray	Thurs (B) Tray	Fri (B) Tray
Pick Up:	Sat PM	Sun PM	Mon PM	Tues PM	Wed PM	Thurs PM	Fri PM
For Use On:	Sun L-D Mon B	Mon L-D Tues B	Tues L-D Wed B	Wed L-D Thurs B	Thurs L-D Fri B	Fri L-D Sat B	Sat L-D Sun B

Form 12

Perfect•Temp Meal Service Schedule:
CART DELIVERY TO UNITS

Unit							
Breakfast							
Lunch							
Dinner							

Form 13

Perfect•Temp Meal Service Schedule:
CART RETRIEVAL FROM UNITS

Unit							
Breakfast							
Lunch							
Dinner							

Form 14

Perfect•Temp Meal Service Schedule: LABOR SCHEDULE

Work Flow Chart for:	

Position	5am	6am	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm

Form 15
Page 1 of 2

Perfect•Temp Food Service Audit Summary Report

Institution_____ Location_____

Account #_____ Representative_____

Please Print All Information:

Tray Audit **Temperatures**

Food Item	Tray Assembly	Pre-rethermalization	Post-rethermalization
Refrigeration Temperature:			

Comments:

_____

_____

_____

Production/Menu

___ Food prepared according to recipe
___ Food cooked to desired doneness
___ Food properly chilled after cooking
___ Food items dated and rotated under refrigeration
___ Sauces prepared with modified starches
___ Proper food items purchased to aid in rethermalization
___ Menu items complement rethermalization process
___ Proper storage containers used
___ Other_____

Comments:_____
_____

Audit Summary Report (continued)

Form 15(continued)
Page 2 0f 2

Tray Assembly

___ Foods at proper temperature (33-38°F.)
___ Proper portion sizes used
___ Proper plating procedures followed
___ Proper placement and use of dishware
___ Back-up foods properly refrigerated during tray assembly
___ Domes placed properly
___ Cart loaded bottom up
___ Switches set properly
___ Carts refrigerated properly
___ Other_____

Comments:_____
_____

Rethermalization / Meal Service

___ Diet changes made on time
___ Carts loaded into refrigerators with doors open
___ Carts plugged in properly
___ Rethermalization starts on schedule without delays
___ Hot beverages and frozen desserts added
___ Trays served on time
___ Late tray meal service handled per policy
___ All components returned to kitchen on time
___ Other_____

Comments:_____
_____

Sanitation

___ Trays scraped properly
___ Adequate drying time for the next scheduled use
___ Servers and domes placed on racks properly
___ Carts cleaned and sanitized properly
___ Switches placed in the proper setting
___ Dish machine temps: pre-wash___ wash____ rinse___ final____
___ Other_____

Comments:_____
_____

_____
Food & Nutrition Services Director/ Dietitian

Form 16

Account Inventory Report

Institution_____ Location_____

FSD_____ Account #_____

Current Census_____ Date_____

Spare Parts Inventory	Part	Inventory	Order	Comments:
Soup Pads	_____	_____	_____	_____
Entrée Pads	_____	_____	_____	_____
Side Pads	_____	_____	_____	_____
Switches	_____	_____	_____	_____
Stationary Casters	_____	_____	_____	_____
Cable Assembly	_____	_____	_____	_____
Pigtail Assembly	_____	_____	_____	_____
Bolts	_____	_____	_____	_____
Other (specify)	_____	_____	_____	_____

Sanitation Comments	Trays	Dish machine	Carts
No Problem	_____	_____	_____
Problem	_____	_____	_____

Comments: _____

_____

Food & Nutrition Services Director/Dietitian

Notes: